**Details of the Superfund**

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| --- | --- |
| Financial Year Ended 30 June …. |  |
| Full Legal Name of Superfund |  |
| Full Legal Name/(s) of Trustee(/s) |  |
| Full Legal Name/(s) of Member(/s) |  |
| Contact Person |  |
| Email Address |  |
| Phone Number |  |
| Superfund Physical Address |  |
| Superfund Postal Address |  |
| Tax File Number |  |
| ABN |  |
| Bank Account For Any Refunds (mandatory) | Account Owner:  BSB:  Number: |

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| **Questions – Must Answer All Questions** | **Answer**  **(“Y”, “N” or “N/A”)** | **Provide Comments Where Relevant** |
| Do you use a software product to prepare your bookkeeping records? If so, provide details in the comments to the right. Also provide a backup copy or online login access. |  |  |
| What is the version of the software? Enter in the comments section. |  |  |
| What is the username and password? Enter in the comments section. |  |  |
| If you’ve used bookkeeping software, have you reconciled all bank accounts to at least the end of the financial year and checked the balance against the statement? |  |  |
| Has the superfund purchased any investments from a related party during the year? If so provide details in the comments column. |  |  |
| Are all of the bank accounts and investments legally in the name of the superfund? If not, provide details. |  |  |
| Have any members provided personal contributions to the superfund during the year (in addition to employer contributions). If so, provide details. |  |  |
| Has the superfund made loans to related parties during the year? If so, provide details. |  |  |
| Has any member received any monetary or non-monetary benefits from the superfund during the year? If so, provide details. |  |  |
| Do you have any specific questions or issues you want to raise about the tax affairs or operation of the superfund? |  |  |

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| **Checklist of Information Required**  **Scanned or photocopies. Originals not required.** | **Have you Provided?**  **(“Y” or “N/A”)** | **Provide Comments Where Relevant** |
| Any bookkeeping records. E.g. MYOB, Quickbooks, Xero, Spreadsheet etc) |  |  |
| Copies of **ALL** bank statements showing all transactions for the full year and the balance at the end of the financial year for every bank account. |  |  |
| Full paperwork for any rollovers into the fund from any source. |  |  |
| Copies of **ALL** insurance policy documents showing the name of the person insured, the type of insurance, the amount of the premiums and the owner of the policy. |  |  |
| A letter from **ALL** employers confirming the total amount contributed to the superfund during the financial year for each member. |  |  |
| Full paperwork for **ALL** investment purchases and sales during the year. Clearly showing the owner of the investments, dates and amounts of each transaction. |  |  |
| Full details of **ALL** assets held at the end of the financial year, including their market values. E.g. portfolio report from online share trading accounts. |  |  |
| Dividend statements and trust distribution statements for **ALL** relevant investments during the year. |  |  |
| Full documentation for any loans made or received during the year to related or unrelated parties. |  |  |
| Any other documents, records or explanations to help explain any unusual or significant transactions during the year. |  |  |
| If Climax Business Strategies did not prepare the financial statements or tax return for the previous year please provide full copies of both. |  |  |

**Declaration**

In signing this declaration you understand that you must return a completed questionnaire for each entity and individual before Climax Business Strategies can prepare a fixed price proposal to undertake any agreed work. You understand that you are under no obligation at all until you receive, sign and return the subsequent fixed price proposal. All questions must be answered with either “Y”, “N” or “N/A” for the questionnaire to be valid.

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| --- | --- | --- |
| **Name of Authorised Person** |  | |
| **Signature** |  | *🡨 (If returning in word format type “Authorised”)* |
| **Date** |  | |